United Nations ST/SGB/2005/12

Secretariat

29 April 2005

Secretary-General's bulletin

Organization of the secretariat of the Economic Commission for Africa

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the secretariat of the Economic Commission for Africa,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The secretariat of the Economic Commission for Africa (ECA):

(a) Identifies and highlights the major economic and social development policies and concerns with a view to promoting policies and strategies for the development of Africa;

(b) Promotes policy measures and actions for implementing various regional strategies and initiatives, including eliciting the support of the international community in support of that effort;

(c) Undertakes research and analysis on the economic and social situation of the countries in the region;

(d) Provides a forum for articulating common positions on regional and international economic and social policy issues;

[1] The Economic Commission for Africa was established by the Economic and Social Council in its resolution 617 A (XXV) of 29 April 1958. That resolution was subsequently complemented by Council resolutions 974 D (XXXVI) of 5, 24 and 30 July 1963, 1343 (XLV) of 18 July 1968 and 1978/68 of 4 August 1978 and General Assembly resolution 32/197 of 20 December 1977.

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(e) Promotes regional cooperation and integration, including developing agreements or conventions on transnational issues;

(f) Provides technical advisory services to African Governments, intergovernmental organizations and institutions;

(g) Formulates and promotes development assistance programmes and projects for the benefit of member States and their intergovernmental organizations and institutions.

2.2 The secretariat is divided into organizational units, as described in the present bulletin.

2.3 The secretariat is headed by the Under-Secretary-General, the Executive Secretary. The Executive Secretary, the Deputy Executive Secretary, and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
Executive Secretary

3.1 The Executive Secretary is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of the Economic Commission for Africa, as well as its administration; advises the Secretary-General on matters concerning economic and social development in Africa; represents the Secretary-General on special assignments relating to economic and social policy issues concerning Africa; acts as a focal point in the secretariat on matters concerning Africa's economic and social development; and maintains close contact with representatives of member States and associate member States, as well as with other departments and offices of the United Nations Secretariat, the specialized agencies and intergovernmental and non-governmental organizations.

Section 4
Deputy Executive Secretary

4.1 The Executive Secretary is assisted by a Deputy Executive Secretary, who is accountable to the Executive Secretary.

4.2 The Deputy Executive Secretary performs the following functions:

(a) Advises the Executive Secretary in the planning, coordination, direction and management of the Commission's activities to promote economic and social development and technical cooperation within the region;

(b) Assists the Executive Secretary in maintaining liaison with the Governments of members and associate members of the Commission, United Nations organs, specialized agencies and other organizations;

(c) Assists the Executive Secretary in coordinating the work of divisions/units and in promoting interdivisional activities in the secretariat;

(d) Undertakes any other specific functions as assigned by the Executive Secretary;

(e) Follows up on the implementation steps required to be taken by the secretariat on the resolutions and decisions of the General Assembly, the Economic and Social Council, the Executive Committee on Economic and Social Affairs and the Commission.

Section 5
Office of the Executive Secretary

5.1 The Office of the Executive Secretary is headed by the Executive Secretary, who is assisted by the Special Assistant to the Executive Secretary and the Secretary of the Commission. The Special Assistant to the Executive Secretary and the Secretary of the Commission are accountable to the Executive Secretary.

5.2 The core functions of the Office of the Executive Secretary are as follows:

(a) Providing the overall strategic direction and management of the secretariat of the Commission;

(b) Providing assistance on substantive policy issues;

(c) Implementing the partnership agenda of the Commission and providing support on major initiatives of the Commission;

(d) Serving as focal office for the Commission's role and mandate in Africa and providing an effective publication and media strategy for better understanding of the Commission's role, mandate, initiatives and work;

(e) Handling host country relations and providing advice on protocol matters regarding the work of the Commission;

(f) Providing oversight to the implementation of resolutions and decisions adopted by organs of the intergovernmental machinery of the Commission;

(g) Assisting in the servicing of meetings of the organs of the intergovernmental machinery of the Commission;

(h) Guiding the Chairperson of the Commission and its subsidiary bodies in conducting meetings.

Section 6
African Centre for Gender and Development

6.1 The African Centre for Gender and Development is headed by a Chief, who is accountable to the Executive Secretary.

6.2 The core functions of the Centre are as follows:

(a) Promoting a gender-sensitive approach and furthering the mainstreaming of gender issues in all the programmes of the Commission;

(b) Promoting policies and developing strategies aimed at enhancing the integration of women in development in Africa by improving their access to productive resources and promoting the economic value of their unpaid work;

(c) Building the capacity of member States in gender mainstreaming in areas such as the formulation, implementation and evaluation of their development programmes;

(d) Providing advisory services to relevant national, regional and international institutions on policies and strategies, and developing appropriate programmes to further the participation of women in development;

(e) Developing analysis and evaluation tools for designing national sectoral policies and formulating strategies to mainstream gender in poverty reduction programmes in African countries;

(f) Monitoring and evaluation of the implementation of the Beijing Platform for Action by member States;

(g) Undertaking research and building the capacity of member States to formulate and implement strategies for the integration of women in development;

(h) Undertaking policy advocacy for the elimination of gender-based discrimination against women at the level of policymaking machinery and legislation, and in national development strategies;

(i) Organizing and servicing meetings, seminars, workshops and conferences relating to gender concerns and the integration of women in development in Africa;

(j) Maintaining liaison with all agencies and organizations within and outside the United Nations system cooperating with the Centre.

Section 7
Economic and Social Policy Division

7.1 The Economic and Social Policy Division is headed by a Chief, who is accountable to the Executive Secretary.

7.2 The core functions of the Division are as follows:

(a) Collecting, producing and analysing information on the economic situation in the region;

(b) Preparing annual surveys of the economic and social conditions in the African region;

(c) Disseminating information relating to experience on best practices of specific aspects of economic management within Africa;

(d) Conducting studies on member States' policies on growth, economic reforms, domestic resource mobilization, international financial flows, external debt and exchange rate management;

(e) Preparing medium- and long-term sectoral and global perspective studies;

(f) Providing assistance to African countries in formulating and implementing development policies and strategies;

(g) Monitoring and reporting on the social conditions in Africa and publishing reports for dissemination to Governments of member States, research institutions and universities;

(h) Analysing and monitoring poverty trends and situations in countries of the region and making recommendations on measures for poverty reduction;

(i) Addressing issues of reform of higher education and assisting member States in the design, strengthening and implementation of appropriate strategies and programmes to revitalize higher education;

(j) Conducting studies on and assisting member States in devising guidelines and programmes for human resource development with a particular focus on diseases that accentuate poverty — HIV/AIDS, malaria, tuberculosis;

(k) Monitoring and reporting on the special programmes of action devoted to Africa, including the Programme of Action for the Least Developed Countries for the 1990s and the Barbados Programme of Action for the Sustainable Development of Small Island Developing States;

(l) Conducting research on statistical methods and promoting harmonization of national accounting and statistics through the adoption of international statistical classifications;

(m) Developing and implementing programmes of technical assistance to African countries on the establishment and/or improvement of conceptual and operational statistical analyses;

(n) Assisting member States in conducting censuses and surveys;

(o) Developing necessary and relevant statistical data (numerical and non-numerical) to facilitate the planning, monitoring and evaluation of social and economic progress in the region;

(p) Supporting the development of national data-processing capabilities with a view to the improvement of the quality, relevance, timeliness and intercountry comparability of statistical data and facilitating access to national, subregional and regional databases;

(q) Maintaining a regional database to support the Commission's analytical and research needs and serving as a regional service centre for data on economic, social, demographic and environmental statistics in Africa;

(r) Providing advisory services to member States in establishing an efficient infrastructure for the collection, processing, analysis and dissemination of social and economic statistics.

Section 8
Sustainable Development Division

8.1 The Sustainable Development Division is headed by a Chief, who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Assisting member States to design and implement measures to enhance food security;

(b) Monitoring and evaluating agricultural policies, plans and programmes in member States and disseminating findings of best practices;

(c) Undertaking and disseminating studies on issues of food security, natural resource development and management, and emerging issues related to science and technology;

(d) Contributing to the implementation of the Africa Water Vision 2025 and the establishment and/or strengthening of mechanisms for agreeing on rules and regulations among countries of the region for the equitable management of shared water resources and promoting integrated water resource management;

(e) Assisting member States to develop common negotiating positions and strategies and to fully participate in water-related global conventions;

(f) Providing support for building and strengthening national, subregional and regional capabilities for the exploration and compilation of data on natural resources and energy;

(g) Facilitating intercountry cooperation in the field of energy and mineral resources;

(h) Providing support to member States and their intergovernmental organizations in formulating and implementing policies relating to sustainable development;

(i) Assisting member States to build and improve capacities for analysing and managing policies necessary to address the issues of population, environment and agriculture in their interrelated nature;

(j) Assessing and monitoring the implementation in Africa of the outcomes of the World Summit on Sustainable Development, the Dakar/Ngor Declaration on Population, Family and Sustainable Development and the International Conference on Population and Development;

(k) Coordinating the preparation of the biennial *African Water Development Report* and *Report on Sustainable Development in Africa*;

(l) Assisting member States in the development of databases and indicators pertaining to sustainable development, and in the application of relevant research findings for related policy formulation and implementation.

Section 9
Development Policy and Management Division

9.1 The Development Policy and Management Division is headed by a Chief, who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Assisting member States in improving their public administration and development management;

(b) Conducting studies on major issues in development management in Africa;

(c) Disseminating findings concerning best practices in the management of the public sector from within and outside Africa;

(d) Providing technical advisory services to member States in improving the effectiveness and efficiency of the public sector;

(e) Supporting Governments of member States in fostering an enabling environment for the development of entrepreneurship and private sector operations;

(f) Conducting studies on policies and actions that foster good governance;

(g) Providing advice to member States on appropriate development policies, with particular reference to achieving both the Millennium Development Goals and the goals of the New Partnership for Africa's Development (NEPAD);

(h) Maintaining liaison and coordinating with United Nations organizations involved in activities pertaining to development management, public administration and good governance;

(i) Assisting in promoting dialogue between governmental and civil society organizations for greater popular involvement in decision-making relating to public policies;

(j) Providing support for the strengthening of civil society organizations in African countries.

Section 10
Development Information Services Division

10.1 The Development Information Services Division is headed by a Chief, who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Promoting policies, methods and strategies for the efficient utilization of information and communication technology with the involvement of civil society, as well as the private and public sectors of the economy;

(b) Strengthening national capacity for the utilization of information and communication technology, including capacity development in the use of information and knowledge systems (bibliographic, referral and spatial databases) as decision support tools for socio-economic development;

(c) Providing support to regional economic communities to strengthen their information capabilities in order to facilitate policy harmonization with regard to information and communication technology in their respective subregions and supporting regional cooperation frameworks such as the African Union and NEPAD;

(d) Promoting the establishment of enabling legal, regulatory and legislative frameworks for improved access to information towards the achievement of the Millennium Development Goals;

(e) Providing technical advisory services and training in the use of modern technology, software and equipment for the development, storage, processing and dissemination of information;

(f) Providing library, learning, knowledge and information services to divisions of the Commission, member States, subregional organizations and other institutions and to Africa's development partners, including use of digital and virtual libraries as well as information networks;

(g) Enhancing the effective management and use of United Nations documentation;

(h) Creating awareness on information society issues and the role of information in development among stakeholders, using multiple tools such as radio, print publications, CD-ROMs, the Internet and a combination of these;

(i) Promoting networking and information-sharing with partners, including United Nations agencies and development organizations working on African development issues.

Section 11
Trade and Regional Integration Division

11.1 The Trade and Regional Integration Division is headed by a Chief, who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Promoting policies and programmes aimed at strengthening the process of economic cooperation and integration in furtherance of the Abuja Treaty Establishing the African Economic Community and the Constitutive Act of the African Union;

(b) Providing technical assistance for strengthening the capacity of the various economic communities at the subregional level;

(c) Conducting studies and making recommendations on issues of significant impact on regional cooperation and integration, including intra-African trade, regional trade liberalization and payment arrangements;

(d) Disseminating information on economic cooperation at the regional, subregional and national levels in Africa;

(e) Strengthening the negotiating skills and positions of African countries within the World Trade Organization through trade-related capacity-building technical assistance programmes;

(f) Identifying measures to increase the competitiveness of African economies and their participation in international trade;

(g) Conducting policy-oriented research on international trade issues of interest to African countries and disseminating the results to policymakers in the region;

(h) Assisting member States in mobilizing resources for the financing of transport and communication infrastructures;

(i) Promoting subregional, regional and interregional cooperation in the field of transport and communications;

(j) Reviewing and developing programmes and operational projects aimed at strengthening national, subregional and regional capabilities in transport and communications, policy development and coordination;

(k) Promoting cooperation among member States in various modes of transport for the efficient and cost-effective movement of persons and goods, including cooperation in the fields of customs and insurance.

Section 12
Subregional offices

12.1 There are five subregional offices established to bring the services of the Economic Commission for Africa closer to the member States, and subregional groupings at the level of each of the Commission's subregions. The subregional offices are located in Tangiers; Niamey; Kigali; Yaoundé; and Lusaka. Each office is headed by a Chief, who is accountable to the Executive Secretary. A Coordination Unit located at ECA headquarters at Addis Ababa provides supervision, management, oversight and liaison to the subregional offices.

12.2 The core functions of the subregional offices are as follows:[2]

(a) Acting as operational arms of the Economic Commission for Africa at the country and subregional levels and as catalysts to leverage the Commission's resources;

(b) Serving as instruments for ensuring harmony between subregional and regional programme orientations and those defined by the strategic directions of the Commission;

(c) Providing advisory services to member States, regional economic communities and subregional development operators;

(d) Facilitating subregional economic cooperation, integration and development;

(e) Promoting gender issues;

(f) Acting as centres for policy dialogue;

(g) Collecting and disseminating information on African development;

(h) Serving as facilitators of the integration activities of organizations of the United Nations system operating within the subregions.

Section 13
Office of Policy and Programme Coordination

13.1 The Office of Policy and Programme Coordination is headed by a Chief, who is accountable to the Executive Secretary. The Office is responsible for strategic planning, normative policy analysis, communication, knowledge management, and monitoring and evaluation. It is divided into four clusters of activities, namely, planning and programme development; policy and strategic initiatives; monitoring and evaluation; and communication and knowledge-sharing.

13.2 The core functions of the Office are as follows:

(a) To facilitate the medium-term strategic and annual operational planning of the Commission's work;

(b) To ensure that communication and knowledge networking and management are mainstreamed in each subprogramme as modalities for programme delivery;

[2] These functions were approved by the Commission in its resolution 828 (XXXII) of 8 May 1997.

(c) To facilitate the Commission's assigned role in coordinating United Nations support to NEPAD and similar programmes and initiatives in support of Africa's development at the subregional and regional levels;

(d) To coordinate the Commission's role in inter-agency activities and facilitate the implementation of interregional United Nations system initiatives;

(e) To monitor programme implementation and ensure that systematic reporting is undertaken for all programmes and projects;

(f) To prepare reports in support of ECA resource mobilization efforts;

(g) Coordinating the preparation of major documents for United Nations Headquarters as well as for the Economic and Social Council with regard to the implementation of and follow-up to major United Nations conferences;

(h) Coordinating the substantive preparation and servicing of the annual session of the Commission/Conference of African Ministers of Finance, Planning and Economic Development.

Section 14
Human Resources Management and Finance Division

14.1 The Human Resources Management and Finance Division is headed by a Chief, who is accountable to the Executive Secretary. The Division is responsible for rendering an effective, efficient and systematic management of the Commission's human and financial resources, including administration of staff benefits, recruitment and staff training. Other activities of the Division include budget and accounts; administration of the United Nations Health Care Centre; and technical cooperation. The Division consists of three organizational units, namely, the Budget and Finance Section, the Human Resources Services Section and the United Nations Health Care Centre. Each section is headed by a Chief, who is accountable to the Chief of the Division.

14.2 The core functions of the Division are as follows:

Budget and Finance Section

(a) Establishing procedures and practices for the control and maintenance of accounts for regular and extrabudgetary funds;

(b) Providing guidance on the application of financial policies and regulations and ensuring their consistent application;

(c) Preparing and submitting financial statements to United Nations Headquarters for inclusion in the annual financial reports of the Secretary-General;

(d) Recording income and expenditure, reconciling bank accounts, and monitoring and collecting the financial assets of the Commission;

(e) Preparing financial statements for United Nations Headquarters and donors and other special financial reports as required and serving as the focal point for audit and other financial investigations;

(f) Formulating the programme budget of the Commission jointly with the Office of Policy and Programme Coordination;

(g) Processing the payment of salaries and related allowances, other entitlements to staff, payments to vendors and other contractors; and effecting other payments in respect of the financial obligations of the Commission;

Human Resources Services Section

(a) Recruiting and managing local and international personnel under the 100, 200 and 300 series of the Staff Rules, as well as consultants, interpreters, translators and individual contractors under special service agreements;

(b) Administering conditions of service in accordance with the Staff Regulations and Rules;

(c) Organizing appropriate training programmes, including language and external study programmes and induction/orientation courses for new staff members, and disseminating information on career development issues to staff;

(d) Serving as Secretary of the Interdivisional Committee on Training and Fellowships of the Commission;

(e) Administering classification of posts and reviewing the job descriptions for Professional and General Service posts at Addis Ababa and in the five subregional offices as well as administering the G to P examinations;

(f) Maintaining close contacts with the Office of Human Resources Management at Headquarters in order to ensure the application of the Staff Regulations and Rules;

United Nations Health Care Centre

(a) Providing preventive and curative medical services to United Nations personnel and their dependants stationed in Ethiopia, delegates to United Nations meetings, United Nations consultants and other United Nations staff on mission;

(b) Monitoring of outbreaks of disease and taking appropriate measures;

(c) Arranging, as necessary, medical evacuation for United Nations staff and their dependants.

Section 15
Conference and General Services Division

15.1 The Conference and General Services Division is headed by a Chief, who is accountable to the Executive Secretary.

15.2 The Division consists of six organizational units, namely, the General Services Section; the Information Services Section; the Facilities Management Section; the Translation and Interpretation Services Section; the United Nations Conference Centre at Addis Ababa; and the Security and Safety Unit; each organizational unit is headed by a Section or Unit Chief, who is accountable to the Chief, Conference and General Services Division.

15.3 The core functions of these organizational units are as follows:

(a) Ensuring effective, efficient and economical administration of procurement and related services at ECA;

(b) Providing travel, transportation, visas, protocol, Ethiopian residence permits, mailing, clearing, shipping and related facilities to ECA, its staff members, meeting participants, consultants and others having official status with ECA;

(c) Providing effective and efficient management of inventory and stores, and administering contracts for the maintenance of equipment and furniture;

(d) Planning and developing efficient and cost-effective document reproduction and distribution services for ECA and other United Nations agencies in the compound;

(e) Researching, designing and implementing new technologies, upgrading, maintaining and managing all information systems at the Commission, and providing information technology training;

(f) Providing support for the operation and maintenance of the Integrated Management Information System and coordinating and implementing the policies on information technology of the Commission;

(g) Providing operation and maintenance services with regard to all electromechanical systems, machinery and installations, buildings and related facilities, including gardening, cleaning and janitorial services;

(h) Designing and implementing alterations, undertaking new construction projects and maintaining all telecommunication systems at ECA, including the United Nations satellite telecommunication network;

(i) Providing automated control system, support services and conferencing communications to buildings and other United Nations agencies, and advising on the allocation of office and storage space;

(j) Providing interpretation, translation, typing, proofreading and editing services to the Commission;

(k) Managing the United Nations Conference Centre at Addis Ababa and marketing these facilities. Providing technical and logistical support to meetings;

(l) Providing security and safety services on the premises of ECA;

(m) Maintaining and supporting an emergency security plan for all United Nations personnel in Ethiopia, in collaboration with the United Nations Security Coordinator.

Section 16
Final provision

16.1 The present bulletin shall enter into force on 2 May 2005.

16.2 Secretary-General's bulletin of 1 March 1998, entitled "Organization of the secretariat of the Economic Commission for Africa" (ST/SGB/1998/4), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General